

OPI/MSAA ELA Writing Constructed Response Quick Tips

Frequently Asked Questions about the MSAA Writing: Constructed Response (CR) Items:

When does the Test Administrator (TA) have to upload evidence?

There is only one scenario where evidence must be uploaded and this only occurs for the CR writing items. The TA must upload evidence when a student writes their own response using the paper student response template. In this case the TA will capture the evidence using either a webcam or a scanner. The upload is done in the MSAA system within the writing item in question. In addition to uploading evidence, the TA **must** transcribe the student response into the online template.

What are the procedures for annotating student responses?

The procedures for annotating student responses can be found in the front matter of the English Language Arts (ELA) Directions for Test Administration (DTA). This document can be found in the My Students section on the MSAA System, the TA clicks on the action button next to the student record that indicates the ELA assessment. The system label for the DTA is TA Directions. Annotation is also covered in Module 11 of the Test Administration Training for TAs.

The following is excerpted from the ELA DTA:

Procedures for Annotation

In cases where a student's written product may not be easily interpreted by a novel reader (e.g., inventive spelling, hard-to-read penmanship, or use of symbols), the TA must provide annotations directly on the student's written work or in the MSAA Online Testing System. The annotation is to be written by the TA to ensure an accurate interpretation of a student's response. Annotation must not alter the intent of the student's original response; or make any comments or explanations about what the student wrote.

- After students have finished composing their written responses, the TA will read the student's response and do the following:
 - Provide an opportunity for the student to review and modify what has been annotated.
 - Make annotations that clarify the student's response.
 - For annotations made directly on the student's work, use a different color pen or pencil to distinguish from the student's original response.
 - Annotations typed directly into the computer should have brackets around them. For example: The cat were jpzing rl ht [jumping really high].
 - Write above or below the pictures, symbols, or objects or words taking care not to cover any part of the student's response.

- Write in parentheses directly following an uninterpretable word (e.g., inventive spelling) in the MSAA System if the student typed a response.

When do TAs need to transcribe a student response?

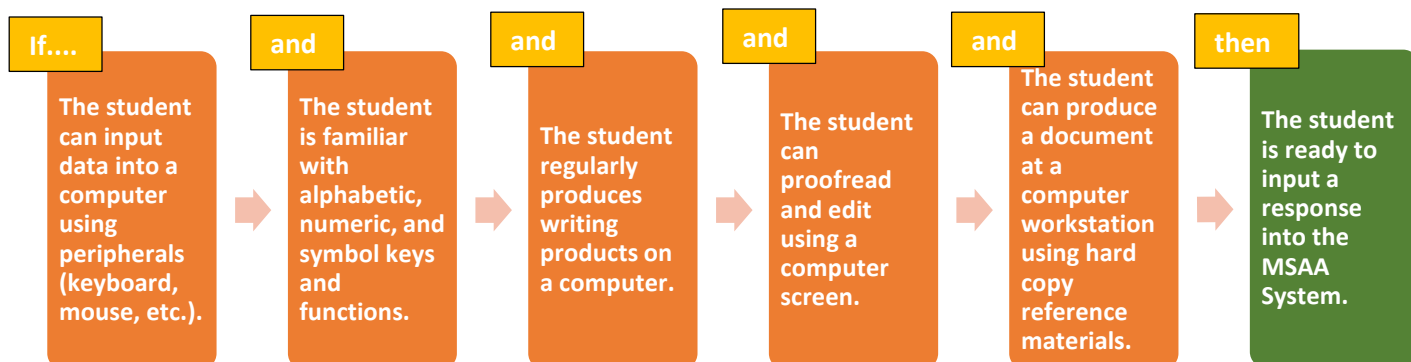
TAs must transcribe student responses when the student writes the response using the paper form of the student response template.

Do TAs always need to use the paper form of the student response template?

No, if the student is directly keyboarding their response in the system or has the scribe accommodation then the paper version of the student response template is not needed and the online template is used.

How does the TA know if a student is able to keyboard their response?

The DTA front matter has a flowchart to aid TAs in making a decisions about whether or not a student is able to keyboard their response. This flowchart is also presented in Module 11 of the test administration training for TAs.



What are the different modes that a student can use to create their writing response?

- **Student entry:** Students who are able to keyboard their own responses may directly type their writing response into the text box in the MSAA system.
- **Transcriber entry:** The TA or scribe copies the student response from paper into the text box in the MSAA system. **(Evidence must be uploaded)**
- **Scribe entry:** The scribe types directly into the text box to capture the student's dictated response.

NOTE: Students may use augmentative and assistive communication devices and systems to respond to the writing CR items. See page 39: *Appendix C. MSAA Augmentative and Alternative Communication Guidelines for Constructed Response Writing* for detailed guidance.

MSAA Resources and Documents Pertaining to the Writing Constructed Response Items and Procedures:

All of the following resources can be found on the MSAA system website at: www.msaaassessment.org
Access to these resources requires a log in. All System Test Coordinators have accounts and have permissions to set up accounts for the TAs in their systems.

Test Administration Manual (found in the resources section at the bottom of each page):

- Page 11: Description of the Writing Constructed Response Item
- Page 37: Appendix B. MSAA Scribe Accommodation: Protocols for Constructed Response Writing, pg. 37
- Page 39: Appendix C. MSAA Augmentative and Alternative Communication Guidelines for Constructed Response Writing

ELA Directions for Test Administration (found in the My Students section, under the action button, select the action button next to the ELA test record line for each student, select TA Directions):

- Detailed description of the writing constructed response item
- Flowchart for making decisions about the mode the student will use to create their writing response
- Procedures for the administration of the items
- **Procedures for annotation (The DTA is the only place where the procedures for annotation appear)**
- Procedures for uploading evidence in to the MSAA system
- Information on transcribing student responses into the MSAA system
- Use of a scribe
- Augmentative and alternative communication guidelines

Test Administrator User Guide (found in the resources section at the bottom of each page):

- Page 51: Step by step directions for **capturing evidence**

Test Administration Training for TAs: (found on the Test Administration Training tab, access from the Dashboard, click on the TA training to expand the section and see all of the modules)

- Module 11 (ELA DTA: Writing)
- Module 12 (Uploading Evidence for ELA Constructed Response Writing Item)